

**CITIZEN CHARTER**

**OF**

**Directorate of Education, Daman**

**ADDRESS**

**Directorate of Education, Near Jetty,**

**Nani Daman, Daman**

**PHONE:-0260-2255126.**

E-mail Id:- [daman.education@gmail.com](mailto:daman.education@gmail.com)

## **INFORMATION OF OFFICE**

**NAME OF OFFICE:-**

**Directorate of Education, Daman**

**HEAD OF DEPARTMENT:-**

**SHRI.P.S.Reddy, I.A.S, FINANCE SECRETARY.**

**SECRETARY (EDUCATION),  
SHRI V. ABRAHAM, I.A.S.**

**SPECIAL SECRETARY -CUM- DIRECTOR (EDUCATION),  
SHRI. Umeshkumar Tyagi, DANICS**

**ASSTT. DIRECTOR OF EDUCATION  
SHRI. B. S. SHRIMALI.**

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**E-mail Id:- [daman.education@gmail.com](mailto:daman.education@gmail.com)**



**RIGHT TO  
INFORMATION**

**PUBLIC INFORMATION OFFICER : SHRI. B. S. SHRIMALI**

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**Directorate of Education, Near Jetty,**

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**LIST OF THE STAFF WORKING IN DIRECTORATE OF EDUCATION, DAMAN**

<b>Sr. No.</b>	<b>NAME OF OFFICER / OFFICIAL</b>	<b>DESIGNATION</b>	<b>CELL PHONE NO.</b>
1.	Shri B.S. Shrimali,	Asstt. Director of Education/Controlling Officer of All Secondary/Higher Secondary School, Daman	9824767226
2.	Shri I.B. Patel	Asst. Account Officer	9879083457
3.	Smt. Smita Thomas	ADEI	9979688860
4.	Shri N.K. Bhandari	ADEI	9824593634
5.	Shri I.S. Saimoula	U.D.C.	9909861786
6.	Smt. Saritharji S. Nair	L.D.C.	9586327126
7.	Smt. P.H. Lakhani	Supervisor	9824085833
8.	Shri Bhulabhai N. Dhodi	Peon	9726851629
9.	Shri A.K. Sharma	Tr. Gr.-I	814190009
10.	Shri Prakash L. Patel	Asstt. Teacher	9016386595
11.	Shri Dilip R. Valvi	Asstt. Teacher	9913216215
12.	Shri Sandip R. Patel	Lab. Technician	9978022205

**TOTAL SANCTIONED POSTS IN EDUCATION DEPARTMENT, DAMAN & Govt. SECONDARY /  
HIGHER SECONDARY SCHOOLS OF DAMAN DISTRICT**

Sr. No.	Name of Post	Name of schools										Total Accepted Post
		Education, Daman	GHSS, Bhimpore	GHS, Varkund	GHSS, Dabel	GHSS, Kachigam	GHSS, Zari	GHS, Pariyari	GHS, Patlara	GHSS, Moti Daman	GHS, Nani Daman	
1	ADE	01	00	00	00	00	00	00	00	00	00	01
2	Principal	00	01	00	00	00	01	00	00	01	00	03
3	Head Master, GHS	00	01	01	01	01	01	01	01	00	01	08
4	A.A.O.	01	00	00	00	00	00	00	00	00	00	01
5	Tr. Grade-I	00	06	00	00	00	08	00	00	10	00	24
6	Asstt. Tr.	00	22	08	10	08	11	11	08	16	07	101
7	P.E. Teacher	00	01	01	00	01	00	01	01	01	01	07
8	Drawing Teacher	00	01	01	01	00	01	01	01	01	01	08
9	Librarian	00	00	00	00	00	00	00	00	00	00	00
10	Librarian Grade-II	00	00	00	00	00	01	00	00	01	00	02
11	Lab. Technician	00	00	01	01	00	04	00	01	01	01	09
12	U.D.C.	01	00	00	00	00	01	00	00	00	00	02
13	L.D.C.	01	01	01	01	01	01	01	01	01	01	10
14	Peon	00	00	01	01	00	01	00	01	01	01	06
15	Sweeper	00	00	01	01	00	01	00	01	00	00	04
16	Watchman	02	00	01	01	00	01	00	01	01	00	07
17	Cook	02	00	00	00	00	00	00	00	00	00	02
18	Hamal	04	00	00	00	00	00	00	00	00	00	04
19	Supervisor	02	00	00	00	00	00	00	00	00	00	02
	<b>Total</b>	<b>14</b>	<b>33</b>	<b>16</b>	<b>17</b>	<b>11</b>	<b>32</b>	<b>15</b>	<b>16</b>	<b>34</b>	<b>13</b>	<b>201</b>

**AUTHORITY TO ISSUE T. R. 5**

**SHIRI. I. B. PATEL, A. A. O.  
DIRECTORATE OF EDUCATION , DAMAN.**

**SHRI I.S. Saimoula, UDC  
DIRECTORATE OF EDUCATION , DAMAN.**

**SMT. SARITHARJI S. NAIR, LDC  
DIRECTORATE OF EDUCATION , DAMAN.**

**CONTROLLING OFFICER**

**SHRI. B. S. SHRIMALI,  
ASSTT. DIRECTORATOR OF EDUCATION, DAMAN.**

## ACADEMIC

### Secondary Schools

<b>STD-IX</b>	<b>STD-X</b>
Gujarati	Gujarati
English	English
Maths	Maths
Hindi	Social SCience
Social Science	Science
Science	---
<b>Optional Subjects</b>	<b>Optional Subjects</b>
Sanskrit	Sanskrit/Hindi
1.Workshop Technology	1.Workshop Technology
Drawing	Drawing/Computer/P.T.
2. Engineering Drawing	2. Engineering Drawing
P.T	---
3.Parambhik Vidhyut Vidhya	---
Computer	---

### Higher Secondary Schools (STD XI & XII)

<b>Science Stream</b>	<b>Arts Stream</b>	<b>Commerce Stream</b>
Maths (1)	Gujarati (HL)	Gujarati (HL)
Maths (2)	English (LL)	English (HL) or English (LL)
Physics-1 Physics-2 Chemistry-1 Chemistry-2 Biology-1 Biology-2 English / Gujarati/ Sanskrit Computer	Hindi (LL) Geography Social Studies Economics Sanskrit P. T Craft Computer	Business Maths Elements of Accounts Statistics Economics Secretarial Practice P.T. Craft Computer

## INFORMATION OF SCHOOLS

### GOVT. EDUCATIONAL INSTITUTIONS

Sr. No.	Category	No. of Schools		
	Govt. Schools	Urban	Rural	Total
1	Secondary School	01	03	04
2	Higher Secondary	01	04	05
3	I.T.I.	00	01	01
4	T. T. I.	01	00	01

### LIST OF SCHOOLS

Sr. No.	Name of Schools	Place	Area
<b>1. Government Secondary Schools</b>			
1	Govt. High School (E/M)	Nani Daman	Urban
2	Govt. High School	Varkund	Rural
3	Govt. High School	Patlara	Rural
4	Govt. High School	Pariyari	Rural
<b>2. Government Aided School</b>			
1	Institute of our lady of Fatima	Moti Daman	Urban
2	Sarvajanik Vidhyalaya	Nani Daman	Urban
3	Shri Machhi Mahajan High School	Nani Daman	Urban
<b>3. Central Govt. Aided School</b>			
1	Jawahar Navodaya Vidhyalaya	Dunetha	Rural
<b>4. Govt. Higher Secondary School</b>			
1.	Govt. Higher Secondary School	Moti Daman	Urban
2.	Govt. Higher Secondary School	Bhimpore	Rural
3.	Govt. Higher Secondary School	Zari	Rural
4	Govt. Higher Secondary School	Kachigam	Rural
5	Govt. Higher Secondary School	Dabhel	Rural
<b>5. Govt. Aided Higher Secondary School</b>			
1	Sarvajanik Vidhyalaya	Nani Daman	Urban
<b>6. Govt. Technical Schools</b>			
1	Technical Training Institute	Moti Daman	Urban
2	Industrial Training Institute	Varkund	Rural
<b>7. Non Government High School</b>			
1	Stella Marish Eng. Med. School	Nani Daman	Urban
2	Holy Trinity High School	Dunetha	Rural
3	Divya Jyoti English Medium School	Dabhel	Rural
4	Swami Narayan English Medium School	Dabhel	Rural
5	Swami Vivekanand Hindi/English Medium School	Dalwada	Rural

<b>8. Non Government Higher Secondary School</b>			
1	Shree Machhi Mahajan Gujarati Medium School	Nani Daman	Urban
2	Shrinathji English Medium School	Varkund	Rural
3	Coast Guard Public School	Dalwada	Rural
<b>9. Unaided P. T. C. College</b>			
1	Shrinathji P. T. C. College	Varkund	Rural
2	Smt. B. F. Kadari P. T. C. College	Dalwada	Rural
<b>10. Government Aided B. Ed. College</b>			
1	Shree Machhi Mahajan B. Ed. College	Nani Daman	Urban
<b>11. Unaided B. Ed. College</b>			
2	Smt. B. F. Kadari B. Ed. College	Dalwada	Urban
<b>12. Govt. Polytechnic College</b>			
1	Govt. Polytechnic College	Varkund	Rural
<b>13. Govt. College</b>			
1	Govt. College	Nani Daman	Urban

## ACTIVITIES

<b>Sr. No</b>	<b>SERVICES/FACILITIES RENDERED</b>	<b>PROCESS FOR COLLECTION</b>	<b>TIME LIMIT FOR DISPOSAL</b>	<b>TO WHOM TO CONTACT</b>
1.	Monetary incentive to girl students under Plan Scheme	Concerned school.	Yearly. In last quarter of the financial year	Asstt. Director of Education, Daman
2.	School level education	Head Masters of Concerned School	Continuing process	--do--
3.	Counter signature	Outward/Inward section	Immediately. During office hours.	--do--
4.	Issuing of Leaving certificate	Head Masters of Concerned School	Immediately	Head Master of concerned school.
5.	1) Admission	Concerned School	Immediately	Head Master of concerned school.
	2) Admissions for outside students.	Concerned School	Immediately, as per requirement of the school leaving certificate must be countersigned by the District Education Officer of the district in which he/she last attended school.	Head Master of Concerned school.
6.	Correction/change in name, date of birth etc.	Head Master of Concerned School (Application with affidavit/birth certificate & other supporting documents)	Within 3 days	Asstt. Director of Education, Daman
7.	Terms and Vacation	Circular from Asst. Director of Education Office.	Yearly	Asstt. Director of Education, Daman.
8.	S.M.D.C. & P.T.A.	Head Master of concerned school.	---	Head Master of concerned school.
9.	All types of scholarships	Filled up Forms from school	Yearly process	Asstt. Director of Education, Daman
10	Free Text Books, School Bags, Uniforms for SC/ST Students	Head Master of concerned school	Yearly	--do--
11	Rashtriya Madhyamik Shiksha Abhiyan (RMSA)	Asstt. District Project co-ordinator	Continue Scheme	Head Master of the Concerned School
12	National Award for Teacher	Head Masters of Concerned School	Yearly	Asstt. Director of Education, Daman
13	Inspire Award	Head Masters of Concerned School	Yearly	State Nodal Officer, Daman & Diu District